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Class Specifications  
for the Class:

CARPENTER HELPER

Duties Summary:

Performs a variety of manual and semi-skilled tasks, and assists a skilled carpenter in rough and finished carpentry work; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry-level class in the carpentry series. This class differs from that of Carpenter I in that the Carpenter Helper performs duties which are essentially routine and repetitive, as well as manual and semi-skilled, in the construction, alteration and repair of structural woodwork and wooden articles, and assists a Carpenter I in rough and finished carpentry work; whereas the Carpenter I performs a wide variety of skilled carpentry work independently in the construction, alteration and repair of structural woodwork and wooden articles as a regular and continuing work assignment and may supervise one or more Carpenter Helpers or other helpers assisting in the work.

Examples of Duties:

Assists a skilled carpenter in laying out, cutting, fitting, joining and nailing, screwing, gluing or doweling together pieces of lumber to construct wooden articles or structures; cuts large timber for beams, stringers, railings or flooring for the construction or repair of wooden bridges; smoothes and cleans assembled wooden articles with sandpaper, either by hand or machine to prepare them for painting; installs wire mesh screen in doors, windows and panel screen frames; dismantles buildings using a hammer or pinch bar, pulls nails and salvages lumber; uses various hand tools such as cross-cut and rip saws, planes, brace and bits, and chisels; operates woodworking machinery such as planers, joiners, and disc and belt sanders under close supervision; may lead the work of unskilled workers in the performance of tasks; may perform tasks in other building trades when not utilized as a Carpenter Helper.

Minimum Qualification Requirements:

Experience and Training: Two years of work experience in

performing a variety of rough and finished carpentry work, or an equivalent combination of experience and training.

Knowledge of: Basic practices and methods in the carpentry trade, including safety procedures; common tools, equipment and materials used in the carpentry trade.

Ability to: Use hand and power tools common to the carpentry trade; read and interpret sketches and simple plans; understand and follow oral and written instructions; perform heavy lifting, moving or other manual work typical of the class.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Handicaps in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

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APPROVED: October 19, 1954

/s/ A.A. Akina, Jr.  
ARTHUR A. AKINA, JR.  
Director of Classification

Reviewed for currency and updated on May 9, 1983.

DATE: 5/9/83

/s/ Clement L. Kamalu  
JAMES H. TAKUSHI

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Director of Personnel Services